

## **Trustee role information and requirements**

***What is required*** : we need people to manage and plan the resources and finances of the charity. You don't need to have any special skills, but any previous experience is very welcome.

***How much time***: whatever you can contribute, we have meetings every month (one in person and one online), we ask that you try and attend at least 2 in person meetings, 2 online meetings a year and if possible, the AGM (usually March).

***What is the process***: you tell us what you are interested in, we ask that you chat to at least a couple of the current or past trustees, then we will discuss it between the current Trustees and get back to you. Some Trustees don't have a specific role however their role is also very important as they help with the discussion and planning.

***Timings*** : once you have decided to join us, we would ask how much time you have and if you have any preference on what to be involved in.

***What happens if I don't enjoy it*** : that's fine we just ask if circumstances allow it that you give us 1-2 months warning and a list of items that are critical for other trustees to pick up. If possible, help us recruit a replacement.

***Who can be a Trustee?*** Any paid up member can be a trustee. No previous experience is required.

## **Sample Trustee items.**

- Meeting planning and coordinating
- Taking minutes
- Managing the inbox
- Managing waiting lists
- Showing plots to new enquiries
- Managing basic questions and enquiries
- Overseeing the site maintenance and repairs
- Managing and dealing with disputes and complaints
- Checking site for H&S concerns
- Planning site maintenance and repairs requirements (labour and materials)
- Managing bank movement, payments and cash flow
- Invoicing
- Updating data base
- Data protection and updates
- Managing planned works for special projects on site and work parties for regular work
- Managing document store and updating , custodian of key documents
- Recording shop transactions and stock requirements
- Ensuring all legal and admin carried out correctly.
- Liaising with Council and other local allotments if req
- Managing and planning environmental needs and obligations of site